

Board Policies

BLAIR TAYLOR SCHOOL DISTRICT

Series: 500
Section: 530
Policy #: 531.61

PERSONNEL
PROFESSIONAL STAFF POLICIES
GIFTED/TALENTED COORDINATOR JOB DESCRIPTION

JOB TITLE: Gifted and Talented Coordinator

JOB SUMMARY: Coordinate Program Development/Implementation, In-service programming and communication regarding identification and education of students who are gifted and talented.

REPORTS TO: Building Principals, Superintendent

JOB DUTIES:

1. Serve as resource/expert to parents, students, staff and administration regarding identification and education of Gifted and Talented students.
2. Establish and maintain identification and programming in the five areas of giftedness.
3. Consult with classroom teachers, parents and students to ensure that gifted children receiving appropriate differentiated instruction in the classroom setting and additional gifted programming as appropriate
4. Keep abreast of current trends in gifted education.
5. Budget and manage expenditures necessary to implement G/T programming.
6. Plan and program to ensure the Blair-Taylor School District's compliance with Department of Public Instruction (DPI) Standards.
7. Be responsible for public relations pertaining to gifted education.
8. Coordinate special projects and events relating to gifted education.

QUALIFICATIONS: Qualifications have been identified as REQUIRED or PREFERRED for the job.

(R) = Required
(P) = Preferred

(R) Interpersonal skills to deal courteously and effectively with students, teachers, administrators, and the public.

(R) Valid DPI license.

(P) Experience working with children in the differentiated teaching environment.

PHYSICAL CHARACTERISTICS:

The Dictionary of Occupational Titles characterizes this job as a Sedentary position. Sedentary work is defined as: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time.

The Classification of Jobs further defines the physical factors as: Frequently reaching, handling, fingering, talking, hearing and using near acuity and visual accommodations.

TERMS OF EMPLOYMENT: 190 day contract; additional curriculum time may be assigned in accordance with the Master Agreement.

EVALUATION: Annually for the three year probationary period and once triennially thereafter.

LEGAL REFERENCE: S. 118.35, Wis. Stats.

FIRST READING: 3/25/91

ADOPTED: 4/17/91

AMENDED: 8/30/04

Reviewed: 1-18-10

CLERK: _____